

8. VFC REQUIREMENT CHECKLIST

Below is a checklist of VFC requirements by frequency, which can be used to assess your compliance with the program.

Table 1 VFC Requirement Checklist by Frequency



X	VFC Requirement by Frequency	More Information
Once (upon enrollment or as needed)		
	Submit Site Contract, imMTrax MOA, and System Access Requests	Section 2,12
	Receive VFC PIN # and imMTrax Login.	Section 2,15
	Set up vaccine storage units and thermometers according to the <i>Vaccine Management Plan</i> . Login to imMTrax and set up cold storage units.	Section 13,14
	Post "DO NOT UNPLUG" signs on outlets and circuit breakers serving vaccine storage units	Section 13
	Copy and post completed Section 12 on vaccine storage units. Review <i>Vaccine Management Plan</i> with staff. Document the review in Section 12.	Sections 11,12
Every Vaccination Visit		
	Screen for VFC eligibility – Document at first visit in the calendar year and when status changes	Section 4
	Distribute Vaccine Information Statement to patient (VIS)	Section 6
	Chart required vaccination information	Section 6
Twice Daily		
	Log temperatures and Data Logger LED status for each storage unit either in imMTrax or using a paper temperature log (paper logs can be downloaded from www.immunization.mt.gov)	Sections 13,14
Monthly (by the 15th of every month)		
	Download and save Data Logger (thermometer) data for the previous month	Section 14
	Enter monthly cold chain data into imMTrax (if not entered twice daily) and submit to the State.	Section 15
	Reconcile inventory in imMTrax for the previous month	Section 15
	Order vaccine per State instructions (must have reconciliation within 14 days to order)	Section 15
Yearly		
	Review <i>Vaccine Management Plan</i> with staff and update/re-post Section 12, if necessary	Section 11-17
	Re-enroll by submitting a new site contract in imMTrax (per State instructions)	Section 2
Every Other Year		
	Host a compliance site visit from the Montana Immunization Program	Section 7
As Needed		
	Submit Vaccine Incident Report (in response to temperature excursions that threaten vaccine)	Section 13
	Fill out Vaccine Storage Trouble-Shooting Log to document minor storage unit issues (Page 3 of temperature logs)	Section 13
	Submit VAERS incidents	Section 6
	Document borrowing and repayment on VFC Vaccine Borrowing Report	Section 16
	Update and re-post Section 12 of the <i>Vaccine Management Plan</i> if information changes	Sections 11, 12
	Retain VFC documents for three years (e.g., eligibility screening logs, temperature logs).	Sections 1,4,14